



# Conservation Certification Appeal Procedures

Version 1.2 | Dec 2017

## SUMMARY

The Wildlife Habitat Council (WHC) ensures that the Conservation Certification program remains valuable to all participants by maintaining standards and credibility through the certification and renewal process.

The optional appeal process is designed to allow programs that received a “Not Certified” outcome to provide additional information or clarify information from the original application if needed.

## ELIGIBILITY

Applicants who receive an outcome of “Not Certified” may appeal that outcome within 30 days of receiving the outcome notification.

## APPEAL PROCESS

- 1) Review the outcome materials for the application to determine which requirements were not met
- 2) Determine if additional information or documentation can be provided to demonstrate that the project does indeed meet requirements
- 3) Submit an appeal by emailing the following attachments to [certificationreviews@wildlifehc.org](mailto:certificationreviews@wildlifehc.org)
  - a. Appeal Sheet(s) with the information relevant to the appeal
    - i. If needed, multiple Appeal Sheets can be submitted to address multiple scoring questions and/or multiple projects
  - b. Any documentation that you wish to include in the appeal
- 4) The appeal information will be submitted to the reviewer for evaluation
  - a. The appeal will be sent to the same reviewer as the original application unless that reviewer is unavailable or WHC determines the original reviewer did not properly conduct the original review
- 5) A final outcome notification will be sent once the appeal review is complete

*The information contained in this document may modified at any time by WHC.*